

University of Malta

Institute of Earth Systems

Supervision guidelines:

1. It is to be understood that 'supervision' implies academic guidance, direction and advice. Ultimate responsibility for the work produced lies with the student.
2. The supervisor is not responsible for any incorrect or inappropriate use of grammar, spelling mistakes, any carelessness or typos; liability lies with the student. The supervisor will merely point out this inadequacy (especially where this is blatantly excessive) and it will be up to the student to ensure corrections are made prior to submission of the completed work. However, students are expected to make an effort to ensure proper proof-reading of their work, before submitting it to supervisors for review.
3. Supervisors are not responsible for approving parts or the whole of a dissertation although they are expected to give constructive feedback to first drafts intended to improve the quality of the work; feedback is to be given in a reasonable time, normally within four weeks of receipt. Supervisors may guide students on the development of chapters.

Supervisors should not normally approve or provide further guidance in response to corrected first drafts of individual chapters or group of chapters or of the whole work. Any further revisions or corrections are at the complete discretion of the supervisor. If the supervisor forms part of the Board of Examiners, the total mark assigned by the supervisor will take into account the quality of the first draft.
4. Students have to learn to work around the schedule of their supervisor/s. Students need to bear in mind that whilst supervisors endeavour to provide feedback as quickly as possible, they also have various other teaching, research and administrative commitments, priorities of which are the prerogative of the supervisors.
5. Time management is the student's responsibility throughout and it is in their interest to plan well ahead to ensure that supervisors are available at times deemed crucial to the research. Supervisors shall not be held liable as a result of a student's inefficient time management.

6. Students are not expected to show up at the Institute without prior warning; an appointment, giving adequate notice, is to be sought via an e-mail message, which, subsequently requires due confirmation.
 7. If and when calling a supervisor's office, students are kindly reminded to check that he/she is able to take the call at the time. Internet chat facilities, Skype or mobile phone calls/sms messages are private and are not an acceptable means of communication (unless otherwise indicated/agreed upon by the supervisor beforehand).
 8. Privacy is to be respected and therefore communication (with the exception of emails) during weekends, holidays and after working hours is not deemed appropriate unless prior agreement is sought or is recommended by the supervisor.
 9. Any publications based on the dissertation are to include supervisors as co-authors. The student should in all cases be listed as first author, with other supervisors as secondary authors.
 10. Finally, students are expected to be familiar with the University's overall policies, in particular, those governing supervision, as well as the Course regulations.
-